

EXECUTIVE DIRECTOR SCOPE OF WORK

Job Title: Executive Director
Job Status: Regular, Exempt, Full-Time Employee
Job Location: Remote
Salary: Commensurate with experience
Reports to: Board of Directors

ABOUT MEDGLOBAL

MedGlobal is an international medical non-profit organization providing health services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

JOB DESCRIPTION

The Executive Director provides visionary, knowledge-based, strategic leadership for effective implementation of the organization's mission and goals. To do so, the Executive Director will work in collaboration with the people the organization serves, the Board of Directors, the President, and all the team, volunteers, and partners. They lead the organization in developing the knowledge, infrastructure, culture, and competencies necessary to grow as an internationally-respected organization. The Executive Director is responsible for all programs, services, and personnel, and ensures the organization's efficient operation within the approved budget. The position demands a passion for global health, a commitment to working towards a vision of health in partnership with communities, and a desire to contribute to the growth and success of the organization .

RESPONSIBILITIES

Overall Strategic Vision and Leadership

- Collaborate with the Board of Directors to implement the strategic plan, while ensuring that the budget, team, and priorities are aligned with the organization's core mission.
- Provide inspirational leadership and direction to all team members, and ensure the continued development and management of a professional and efficient organization.
- Remain up-to-date in the best practices of international relief and development to inspire and direct the Program team in program development and implementation.

Financial Management and Revenue Generation (30%)

- Oversee the financial status of the organization including developing long- and short-term financial plans, monitoring the budget, and setting fundraising goals and financial priorities in consultation with the Board.
- In collaboration with the Grants and Development Manager, ensure development and implementation of the fundraising strategic plan, including the stewardship of funders.
- Be the face of the organization and use external presence and relationships to develop and nurture new funders.
- Seek funding through creative avenues, including traditional fundraising and donor engagement, contributing to the writing and securing of grants from charitable foundations, pursuing corporate sponsorship, public partnership, social enterprise models, special events, etc.
- Ensure timely reporting to program funders and other key stakeholders.

Program Support (25%)

- Spearhead strategic and long-term planning for programmatic growth and impact.
- Oversee the design, implementation, and evaluation of all programs to ensure quality, sustainability, and responsiveness to community and organizational needs. These efforts are directly managed by the team, which the Executive Director supports in fulfilling their responsibilities.
- Ensure programs are aligned with best practice in global health by upholding monitoring and evaluation frameworks, and effectively utilizing data and outcomes to inform program decisions and design.
- Communicate results to the Board, funders, and other stakeholders.

Advocacy, Policy and Communications (20%)

- Oversee the development of a strategic plan for advocacy.
- Represent the organization at international meetings, conferences, and events as needed.
- Be a local, national, and international leader by publishing and communicating program results as a model for other regional and international efforts.
- Deepen and refine all aspects of communications with the goal of creating a stronger brand.
- Serve as the primary organizational liaison to the Board of Directors by advising and informing Board members and interfacing between the Board and the team.
- Cultivate a strong and transparent working relationship with the Board to ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.

Human Resource Management (25%):

- Oversee hiring, development, and retention of the organization's team.
- Help to create an environment that supports the personal and professional growth of the team resulting in a high-functioning, results oriented team.
- Facilitate cross-departmental collaboration by strengthening internal communications in support of the organization's strategy, operational methods, and data collection needs.

- Engage regularly in effective communication with the team to insure high-performance and commitment to the goals of the organization

QUALIFICATIONS

Required

- *US Work Authorization Required*
- Master's degree in Public Health, International Development, or related field.
- Ability to travel 20-30% of the year.
- At least five years of relevant senior-level management experience in international relief and development programs including field experience in low-resource countries.
- Strong written and verbal communication skills with excellent interpersonal skills, cultural competency, and ability to communicate and collaborate effectively across constituencies.
- Track record of effectively leading a high-performance, outcomes-based organization.
- Experience and demonstrated excellence in organizational management with the ability to coach team members, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Excellent interpersonal and communications skills.
- Demonstrated record of collaboration and partnership-building for programmatic success.
- Demonstrated knowledge of low-resource specific, international health, education and public policy issues.

Highly Desired

- Spanish or Arabic written and spoken language skills.
- Medical/Clinical skills and experience, including familiarity and comfort with healthcare publications and statistics.
- Proven track record in fundraising and grant writing, including strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures.
- Experience working successfully with a Board of Directors.
- Independent, open-minded, innovative, and motivated to develop and execute long-term goals.

HOW TO APPLY

Please submit a resume/CV and cover letter as PDFs to executivedirectorsearch@medglobal.org with the subject line "[Last Name, First Name] - Executive Director." Applications that do not follow these instructions will not be considered. No phone calls or emails to team members, please. If you would like an update on your application, please wait at least 4 weeks after the date of your application to follow up.



MedGlobal

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Salary is commensurate with experience, and includes a full benefits package.